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ILLINOIS DEPARTMENT OF HUMAN SERVICES
Office of Rehabilitation Services

**Helpful Hints
for
Referring
Students
to**

DHS/ORS

Who should be referred?

The student who meets the following guidelines:

- A student with a disability who may need assistance transitioning to employment.
- A student with a disability who may need additional skills development after high school to succeed in the work force.

A referral may be the result of a transition team's planning. This is evident when:

- The student is receiving special education services and the referral is indicated in the IEP.
- The student is being served through a 504 plan and the plan reflects desired vocational outcomes which include transition planning and services.

When should the referral be made?

Referrals to DHS/ORS should be made when any of the following occur:

- The student will exit high school within two years.
- The school, parent(s), or legal guardian(s) believe that the student's disability will interfere with their ability to work within the community and that DHS/ORS services are necessary for the student to successfully achieve employment.
- The vocational rehabilitation services that the student requires are not available through programs and services mandated for the schools to provide.

Information requested from the School District may include:

- Referral sheet
- Information describing the student's disability, needs, preferences, interests, and skills.
- Copy of current IEP/ITP
- 504 plan
- Current psychological testing records
- Medical records
- Copies of any work experience records
- Certificate of eligibility for special education
- Senior high school transcripts

Helpful Hint: DHS/ORS has a liaison assigned to all public high schools. Check with school administrators, or call the local DHS/ORS office or 1-800-843-6154 (V/TTY).

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DHS 4500 (N-10-00) ORS Student Transition to Employment

Printed by the Authority of the State of Illinois.
P.O. #3222, 25,000 copies



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